

FACTSheet

TRUCK DRIVER TRAINING PILOT INITIATIVE

Arkansas Workforce Center - Staff Guidance

Customer requests information about the initiative

1. Give the customer a copy of the Truck Driver Training - Pilot Initiative Fact Sheet.
2. Refer the customer to www.TruckingArkansas.com and offer the use of a Resource Room computer.

Customer wants to apply for training

1. Provide the customer with the Truck Driver Training - Pilot Initiative application kit and inform him that he should read the Eligibility Requirements and Application Instructions portion of the Truck Driver Training - Pilot Initiative Fact Sheet included in the application kit before leaving the Workforce Center.
2. Assist the customer with completing the paper Workforce Center Registration form, if necessary.
3. Input the information from the paper Workforce Center Registration form to the AJL system and register the individual as a job seeker.
4. Give the paper Workforce Center Registration form back to the customer.
5. Administer the KeyTrain® Instruction.
 - Enroll the customer with a unique user name, beginning with **tdt**, and then the first three letters of their last name and the first three letters of their first name. (Example: John Smith should be entered as **tdtsmijoh**)
 - Use the word **deliver**, as the password.
6. Give the customer his KeyTrain® Student Status Report.
7. Offer to assist the customer in mailing the following to the Trucking Industry Coordinator at the address below using the postage paid envelope included with the application kit:
 - ☐ Completed paper Workforce Center Registration form
 - ☐ Copy of his KeyTrain® Student Status Report
 - ☐ Copy of his Arkansas driver's license
 - ☐ Copy of his birth certificate
 - ☐ Signed Applicant Certification and Release form
 - ☐ Signed Tuition Reimbursement Agreement

Trucking Industry Coordinator
Arkansas Trucking Association
P.O. Box 3476
Little Rock, AR 72203
8. Offer the use of a Resource Room computer so the customer may visit www.TruckingArkansas.com to complete the JOBehaviors™ Long Haul Truck Driver aptitude assessment and complete the application process.